City Council Item

April 13, 2026

Item	Approve Construction Services Scope Amendment to the Professional Services Agreement with Short Elliot Hendrickson Inc (SEH) for the Lake Ann Park Preserve project	
File No.		**Item No:** D.10
Agenda Section	**CONSENT AGENDA**	
Prepared By	Jerry Ruegemer, Park and Recreation Director	
Reviewed By		

SUGGESTED ACTION

City Council Approves Amendment to the Professional Services Agreement with Short Elliot Hendrickson Inc (SEH) in the amount of $90,500 for the Lake Ann Park Preserve project

Motion Type	Simple Majority Vote of members present
Strategic Priority	Asset Management

SUMMARY

BACKGROUND

DISCUSSION

The initial scope and fee prepared for construction administration services assumed construction of the boardwalks would occur over the winter of 2024 and the remaining project components such as the trails, parking lot, and stormwater BMPs would begin in the spring of 2024 and be substantially completed in the fall of 2024. During this time, the State Historic Preservation Office (SHPO) completed their review of the Phase I completed by the 106 Group and determined that a Phase II study and report would be required before any additional work beyond the boardwalks could occur.

Scope Amendment 1 was to allow the 106 Group to complete the required Phase II. That work did not occur until the spring/summer of 2025. SHPO concluded in the fall of 2025 that the parking lot work and the east-west trail alignment were not going to impact any significant archaeological sites, but that the trail segment from Boardwalk A was significant and would need mitigation.

Scope Amendment 1 included time for the 106 Group to complete their Phase II work, but did not include time after that work was completed to hold several meetings and debriefs with the City and 106 Group. The time for these additional meetings and coordination is requested in Amendment 2.

The city directed SEH to separate the completed trail and parking lot plan set into a new bidding set that contained only the east-west trail and parking lot and removed the trail segment that connects to Boardwalk A. Separating the bid documents was a significant effort that was not included in the original scope of work.

The original scope of work included construction administration over two construction contracts that were to occur over the same period of time, which was both savings of time and expenses. However, since the second contract is separated by two years and the trail/parking lot work is not being completed concurrently with the boardwalks, that efficiency no longer exists. The original fee was based on staff rates and expenses in 2024 and the fee needs to be updated to 2026 and 2027 rates.

Extended Contract Term
The original Professional Services Agreement had a completion date of June 30, 2025. This current contract needs to be extended. It is recommended to extend to September 1, 2027 to allow time for closing out the construction contract and providing as-builts.

Amended Fees & Billing
This amendment letter describes how we will provide these services for an additional not-to-exceed fee of $90,500.

Task 1 Project Management
- Creating new bid documents for only the east-west trail and parking lot = $20,000
- Project management to extend the contract from June 2025 – September 2027 = $20,000

Task 2 Archaeological Investigation
- Additional meetings and coordination for SEH = $6,000

Task 3 Construction Staking
- Remobilization and fee increase since 2024 = $4,000

Task 4 Construction Observation and Admin
- Separate/non-concurrent contract and fee increase since 2024 = $40,000

Task 5 Materials Testing
- Fee increase since 2004 = $500

BUDGET

RECOMMENDATION

ATTACHMENTS

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Amendment to Professional Service Agreement SEH